

## Using IPHU Web Templates

### 1. Create a webpage announcing for a new course

- a. Login with your username and password at [www.iphu.org/user](http://www.iphu.org/user)
- b. Go to <http://www.iphu.org/en/node/add/course> to create a new webpage for the course
- c. "Title" must be in the following format: **City, Country: Course name (dates)**
  - Example: **Kisumu, Kenya: The Struggle for Health (19-28 Apr 10)** OR **Dakar, Senegal: The Struggle for Health (31 Jan - 11 Feb 11)**
  - This is to ensure a standard display for the list of courses at <http://www.iphu.org/en/courses>
- d. Date fields must be filled to ensure automatic display at the [full list of courses webpage](#).
- e. Keep "Courses scheduled" **unchecked**.
- f. Fill the "Body" with the text of the course **web announcement (which is different than the PDF downloadable one)**
- g. Click "URL path settings" and type the URL in the following format: **course city/announce**
  - Example: dakar/announce
- h. Attach files (announcement and Word application, etc):
  - Click "File attachments"
  - Refer to the attached file into the body of the announcement:
    - After the file is attached, please copy the link of the file, which will appear below the file after the attachment is complete.
    - Select the word into the body of the announcement you wish to link the file to.
    - Click the "Insert/Edit Link" button which is on the text editor's toolbar and paste the link of the attached file.

### 2. Available IPHU online forms:

- a. Application
  - English: [www.iphu.org/en/application](http://www.iphu.org/en/application)
  - French:
  - Spanish:
  - Arabic:
- b. Pre-course Questionnaire
  - English: <http://www.iphu.org/en/pre-course>
  - French
  - Spanish
  - Arabic
- c. Writing Exercises
  - English: <http://www.iphu.org/en/exercises>
  - French
  - Spanish
  - Arabic
- d. Evaluation
  - English: <http://www.iphu.org/en/evaluation>
  - French
  - Spanish
  - Arabic

- e. Follow-up questionnaire
  - English: <http://www.iphu.org/en/follow-up>
  - French
  - Spanish
  - Arabic

### 3. Customizing online forms to suit the new IPHU course

- a. Login with your username and password at [www.iphu.org/user](http://www.iphu.org/user)
- b. Go to the link of the online form you wish to edit
  - Click the “Edit” tab
  - The “Configuration” tab will be selected by default
    - make sure you edit all fields between brackets and tick “Publish” and click on the “Save” button at the end of the page
  - Click the “Form Components” tab to edit the application fields
    - Click the “Edit” button next to the field you need to edit
    - You may need to keep the form viewed all the time to easily identify the fields and text you need to edit
- c. After each IPHU course all online forms need to be cleared from the data of the previous IPHU course.
  - Go to “Results” and choose the “Clear” tab.

### 4. Downloading the results of any online form into an Excel sheet

- a. Login with your username and password at [www.iphu.org/user](http://www.iphu.org/user)
- b. Go to the link of online form
- c. Click the “Results” tab
- d. Click the “Download” tab
- e. Ensure that the “Export Format” is set to “Microsoft Excel”
- f. Click “Download”
  - Note: the downloaded sheet will need text formatting